



**HEADQUARTERS
CIVIL AIR PATROL NEW JERSEY WING
UNITED STATES AIR FORCE AUXILIARY
PO Box 16099
McGuire AFB NJ 08641-6099**

10 April 2005

MEMORANDUM FOR NJ WING COMMANDERS AND STAFF

FROM: CC

SUBJECT: NJ Wing Procedure for administering AFIADL Courses

1. All requests for enrollment in AFIADL and USAF PME courses will be made through and approved by the NJ Wing ETPDL.
2. In order to facilitate course enrollment, unit commanders or their designees can send an e-mail to etpdl@njwg.cap.gov requesting AFIADL or Squadron Officer School course enrollment for members of their units. The e-mail will contain the following information:

- Member's name
- Member's rank
- Member's address including 9 digit ZIP code (ZIP+4)
- Member's social security number
- Member's e-mail address
- Course number and title

For Air Command and Staff College, send the completed MAFB 117 by mail or by fax (609) 723-8470 to NJ Wing Distance Learning Officer for approval.

3. To request a course exam, use AFIADL Help Desk, <http://afiadl.custhelp.com>. See attachment for exact procedure.
4. All course exams for SOS, ACSC, and AWC will be administered at NJ Wing HQ under the supervision of NJ Wing TCO or TCOA. Student will be notified when the test is received. It is the student's responsibility to schedule a test date with the NJ Wing TCO or TCOA.
5. The security procedures contained in CAPR 50-4 will be strictly adhered to. As designated in CAPR 50-4, each CAP unit commander will ensure positive control of testing materials to preclude compromise. They will appoint by letter a TCO and alternate TCOs for test security and administration. A sample appointment letter is attached. These letters will be kept on file at the unit and a copy will be sent to NJ Wing ETPDL.
6. To maintain the integrity of AFIADL tests, all tests will be supervised. **NO** AFIADL test will be opened except in the presence of the person taking the test at the time the test is administered. A test chain of control sheet will be attached to the envelope containing the test. An entry will be made on the chain of control sheet every time the test booklet is handled.

7. Test takers should circle their answers in the test booklet so that, if the answer sheet is lost in transit, a new answer sheet can be filled out without the student having to retake the test.
8. It is the TCO's responsibility to mail the completed answer sheet to AFIADL in the postage paid envelope that is included with the test package. **DO NOT** return the answer sheet to NJ Wing ETPDL with test booklet.
9. Immediately upon completion of the test, the test booklet will be resealed in the original envelope with test chain of control sheet attached to the outside of the envelope and return the sealed test booklet with the chain of control sheet to NJ Wing Distance Learning Officer. All scratch paper and worksheets will be collected and destroyed.
10. The course enrollee will fax or mail to the NJ Wing Distance Learning Officer a copy of the course completion card when it is received.



ROBERT DIDUCH, Colonel, CAP
Commander 05-R-77

Attachments

1. Sample appointment letter
2. AFIADL test request procedure

cc:

TCO

TCOA

(Unit Letterhead)

(Date)

MEMORANDUM FOR HQ NJ Wing/ETPT

FROM: CC

SUBJECT: Appointment of AFIADL Test Control Officer/Administrator for (**CHARTER NUMBER**) (Unit Name).

1. The following individuals are appointed as Test Control Officers/Test Administrators for the (unit), effective (date). *Please include only the names for the positions that are applicable to your unit.*

Test Control Officer (name) (rank) (telephone number) (email address)

Alternate Test Control Officer (name) (rank) (telephone number) (email address)

Test Administrator (name) (rank) (telephone number) (email address)

Alternate Test Administrator (name) (rank) (telephone number) (email address)

2. All personnel have been briefed on The Air Force Institute for Advanced Distributed Learning testing policies and procedures. This appointment is in accordance with the CAPR 50-4 and AFI 36-2201.

3. I _____ (signature of appointee) have been briefed on AFIADL testing policies and procedures. *Include signature line for each person appointed.*

(Commanders Signature)

(Commanders Signature Block)

ATTENTION: TEST CONTROL OFFICERS AND PROFESSIONAL DEVELOPMENT OFFICERS

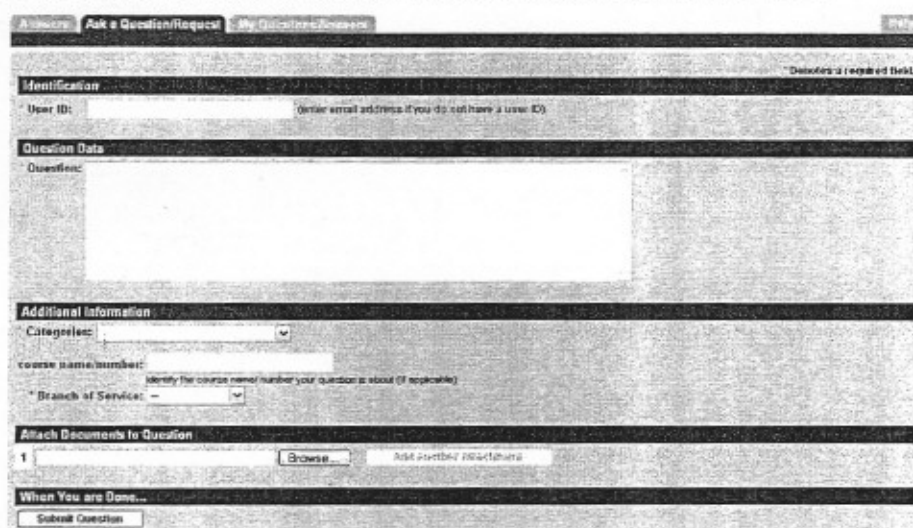
New procedures from Air Force Institute for Advanced distributed learning (AFIADL)

As of 1 January 2005, Air Force Institute for Advanced Distributed Learning (AFIADL) will no longer respond to requests for assistance made on AFIADL Form 17. *The only AFIADL Forms 17 that will be processed are requests for instructional INQUIRIES to be forwarded by AFIADL to the course author.*

You will use the AFIADL Customer Help Desk web site to request a Course Exam. Also use this same procedure to request a change of address, extend course completion date, etc. As listed on the AFIADL form 17

Use the following procedure:

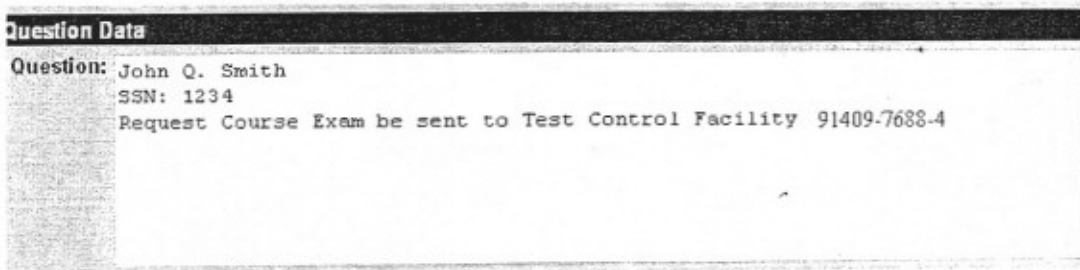
1. Go to the AFIADL Customer Support web site: <http://afiadl.custhelp.com>



2. Click on the "Ask a Question/Request" tab (shown above in dark blue)
3. In the "User ID" text entry block, enter your e-mail address



4. In the "Question Data" block, enter your full name, last four digits of your Social Security Number (SSN), and request the Course Exam be sent to **Test Control Facility Shred code 08641-6099-7** established for your Wing



Caution: This is not a secure website. Do not include your full Social Security Number in any correspondence being sent to this website. Use only the last four digits of your SSAN.

5. In the "Categories" text entry block, select "Civil Air Patrol courses" from the drop-down list
6. In the "Course Name/Number" block, enter the Course name and AFIADL course number
example: CAP Sr. Officers Course 00013

Additional Information

* Categories: Civil Air Patrol Courses ▼

course name/number:

Identify the course name/number your question is about (if applicable)

* Branch of Service: Civil Air Patrol ▼

-
- Retired
- Air Force
- Army
- Navy
- Marine Corps
- Coast Guard
- Civil Air Patrol
- Civil Service
- Other

7. In the "Branch of Service" block, select "Civil Air Patrol" from the drop-down list
8. When you have completed the form, click "Submit Question"

When You are Done...

Submit Question

AFIADL will respond with an e-mail to confirm your request.

AFIADL will mail the Course Exam to Wing Headquarters Test Control Officer, where it will be forwarded to your unit's Test Control Officer.

If you need further assistance please contact Mrs. Jennifer J. Carroll at the contact numbers listed below.

Toll free number (877) 227 9142 Ext. 210

Email jcarroll@cap.gov.

DSN 493-5798

Commercial (334) 953-5798